

## COMMISSION MEETING

July 16, 2014

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### Minutes

**PRESENT:** Bill Bruce, Michael Morelli, Kristin Swinton, Michael Whalen, Judy Breselor, Stan Brownell, Michael Stammel, Phil Barrett, Paul Sausville, Don Ackerman, Gary Hughes, Barbara Mauro

**ABSENT:** Lucille McKnight, James Shaughnessy, Jacqueline Stellone, Fred Acunto, Jason Kemper, John Murray, Matthew Martin, Joe Landry

#### 1. Welcome & Introductions

Paul Stewart and Michael Zovistoski from UHY, LLP were in attendance.

#### 2. May 21, 2014 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

#### Action Taken

Don Ackerman made a motion to approve the minutes and Stan Brownell seconded. The motion was approved unanimously.

#### 3. Financial Statement through June 30, 2014

The financial statement represents activities through June 30, 2014. For the first six months of the year, revenues are at 50% and expenses are at 42%. There is approximately \$234,145 cash in the bank including one CD and outstanding receivables totaling \$254,524

Second quarter invoices were sent out to the billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, NYSERDA, and the UPWP work programs.

It was noted that the internet line item is at 85% of budget and will need to be adjusted for 2015 and unemployment is at 112% of budget due to the staff changes this year.

#### Action Taken

Barbara Mauro made a motion to approve the financial statement and Mike Morelli seconded. The motion was approved unanimously.

**4. 2013 Audit Report, Presentation by UHY LLP Certified Public Accountants**

A copy of the FY-2013 Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Paul Stewart and Michael Zovistoski went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2013.

**Action Taken**

Mike Stammel made a motion to approve the 2013 Audit Report and Gary Hughes seconded. The motion was approved unanimously.

**5. 2015 Proposed Preliminary Budget**

The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2015 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2015 proposed budget is 2% greater than the 2014 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2014. The total amount requested has remained unchanged since 2004 and is less than the amount received in 2002. Per the inter-municipal agreement, any adjustments by one county, proportionately impacts the contributions from the remaining three counties.

The current NYSERDA grant is a three year program and it is anticipated that funding is available for the third year. However, a new contract for the period May 1, 2014 through June 30, 2015 has not been received. It is unclear at this point if there will be funding available beyond the three year program after June, 2015.

The CSO grant will remain the same as 2014. CDRPC has been designated as the entity responsible for project management on behalf of the Albany Pool communities and will be reimbursed for actual hours worked on the project.

The Economic Development Administration (EDA) grant is for the period July 1, 2014 through June 30, 2015. Funding for the current grant has been increased to \$70,000, an amount we had previously received prior to this year.

The Water Quality program is funded from April 1, 2014 through March 31, 2015 and we anticipate a similar amount of funding will be available for 2015-2016. The UPWP contract is also for the period April 1, 2014 through March 31, 2015 and a similar amount of funding is anticipated for the period beginning April 1, 2015.

Two expense line items have been added to the proposed 2015 budget. Conference Registration/Sponsor was added to separate expenses associated with our Spring and Fall

Planning & Zoning workshops (“CDRPC Workshops”). This new line item will only include expenses associated with conference/workshop registration staff attends and events CDRPC has been asked to make a financial contribution as host. Under “CDRPC Workshops”, it will only include expenses related to the Spring and Fall Planning & Zoning workshops. Banking Fees has also been added due to higher fees being applied to our bank accounts. Previously, bank related expenses were listed under Miscellaneous.

Based on the preliminary proposed budget, there will be a need to draw down \$25,784 from the Fund Balance. However, given the amount in the fund balance, there will be no impact on operation in doing so.

### **Action Taken**

Barbara Mauro made a motion to approve the 2015 Preliminary Budget and Gary Hughes seconded. The motion was approved unanimously.

## **6. LTCP CSO**

Draft documents to create the Local Development Corporation have been prepared and are being reviewed by the Environmental Facilities Corporation (EFC) to incorporate language to allow for the financing of projects through EFC. Several of the communities will be going through EFC for bonding support. Meetings continue to be held once a month with DEC for guidance and updates. The financial and capital improvement plans are also underway. Meetings are being held with the financial managers from each of the six communities to discuss funding options to pay for the improvements outlined in the Plan.

The Albany Pool Communities Intermunicipal Agreement and LDC bylaws are close to being completed and will be reviewed by EFC.

CDRPC applied for CFA funding for a Green Infrastructure Model Local Code program, Green Infrastructure Design Guidelines for CSO communities, and development of a Green Infrastructure Banking System. The total grant amount requested from the Department of State is \$321,750.

## **7. Staff Activity Report**

Staff has created over 40 new maps for an updated “Capital District Web Atlas” that are available on our website.

School enrollment projections have been completed for Mohonasen School District as well as Niskayuna Central School District. Five year projections are underway for the Averill Park Central School District. Dan Harp is now responsible for preparing school enrollment projections.

Staff continues to work on the Journey to Work data that was received from the Census Bureau. CDRPC is under subcontract with CDTC to identify the number of workers

going from one location to another, along with their means of getting there. This information is available on our website.

**8. Other Business**

Stan Brownell mentioned that he received feedback from a planning board member regarding the June Planning & Zoning Workshop held at HVCC. It was expressed that the mock planning board meeting that was done at the 2013 workshop was very helpful and informative and would like to see again at future workshops.

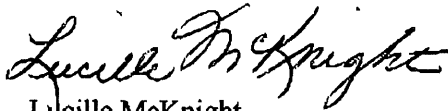
**9. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for October 15, 2014 at 8:30am.

**Adjournment**

Mike Stammel made a motion to adjourn the meeting and Gary Hughes seconded. The motion was approved unanimously.

Respectfully submitted,



Lucille McKnight  
Secretary